

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 10-09.A

Subject:

DATE: 12/28/81

Sunset Review:

STUDENT EVALUATION POLICY AND
PROCEDURES FOR BASIC TRAINING PROGRAMS

1. PURPOSE. This directive promulgates the Board of Director's policy on student evaluation in the basic programs at the Federal Law Enforcement Training Center.
2. SCOPE. This directive applies to all basic training programs, including the Center-conducted portions of the integrated programs.
3. BACKGROUNDS. The Board of Directors approved a revised student evaluation policy on December 17, 1981. A major provision of the policy requires that it be implemented through internal directives which contain enough flexibility to meet the varying and changing needs of the participating organizations.
4. DEFINITIONS.
 - a. Audit Status - A permanent classification assigned to a student who, due to failure in a scheduled written course examination and/or practical exercise or due to physical limitations, is allowed to continue in training but is not allowed to take written examinations or be graded on practical exercises and will not receive a certificate of graduation.
 - b. Probation Status - A temporary classification assigned to a student due to academic deficiency resulting from failure on written examination and/or unsatisfactory performance in a practical exercise.
 - c. Remedial Training - Additional instructional opportunities afforded to a student, upon request, who is experiencing difficulty in the basic training program or who has been placed on probation.
 - d. Written Examinations - Scheduled course examinations which are required for successful program completion and which cover instructional material regularly taught by the Center's Faculty

e. Individual Practical Exercise - A performance oriented training situation in which a student, under the supervision of an instructor, is required to successfully perform in certain law enforcement tasks related to classroom instruction.

f. Group Practical Exercise - A performance oriented training situation in which a student is assigned as a member of a group required to perform certain group-graded law enforcement tasks related to classroom instruction.

5. RESPONSIBILITIES. The Director is responsible for ensuring that the Board of Directors' policies and procedures are implemented and administered in a consistent manner.

The Office of Program Management is responsible for establishing and implementing minimum student performance standards for the successful completion of all practical exercises. A test administration guide will specify, at a minimum, the objective of the test, the responsibilities of the test administrator, the responsibilities of the student, and what resources are needed to conduct the practical exercise.

6. POLICIES AND PROCEDURES.

a. Standards

In order to attain graduation status, a student must meet the following requirements:

(1) A minimum score of 70 percent on each written examination.

(2) A grade of satisfactory on each individual and/or group practical exercise in the training program.

(a) A grade of 100 percent in the judgement phase of the Judgment Pistol Shooting (JPS) and practical exercise and a minimum score of 70 percent on the accuracy phase of JPS.

(b) A grade of 100 percent in the judgment phase of the Judgment Pistol Shooting (JPS) practical exercise and minimum score of 70 percent on the accuracy phase of JPS.

(c) A minimum score of 84 percent in the CPR course (American Heart Association Standard) on the written examination, including a satisfactory performance on the practical exercise.

b. Probation

Emphasis is placed upon the student demonstrating the ability to perform at a satisfactory level of achievement. Opportunity for remedial assistance will be provided in all instructional areas of the basic training program.

(1) Probation Procedures

(a) Written Examinations

(i) A student who does not achieve a passing score on a written examination will be placed on probation for three consecutive working days following the date of the examination. During this period, additional remedial assistance, in the form of counseling, out-of-classroom study materials, and/or assistance by the instructional staff will be provided upon request from the student. A different examination, testing all the objectives covered on the original examination (not just those originally missed), will be administered to reassess the student. If the student does not receive a passing score on the make-up examination, the student's sponsoring organization will be notified that the student will not receive a certificate of graduation from the program. At the organization's request and with the approval of the Program Manager, the student may complete the program in an audit status.

(ii) A student may not fail more than two regularly scheduled written examinations. Thus, upon failure to achieve a passing score on the third written examination, a student will be terminated from further training, or at the request of the student's sponsoring organization, placed in an audit status.

(b) Practical Exercises

(i) Satisfactory performance in a practical exercise will be based on the students actual ability to complete the task according to predetermined standards.

(ii) A maximum of two retests will be allowed for students who fail an individual practical exercise. If the Student cannot demonstrate competency after two retests, a certificate of graduation will not be awarded. The Center will advise the student's (parent) organization that the student will not graduate from the program. At the organization's request and with the Program Manager's approval, the student may be placed in an audit status.

(c) Group Practical Exercises

(i) A student's performance in a group practical exercise will be evaluated by the group practical exercise evaluator. A student, a portion of the group, or an entire group of students may receive an unsatisfactory performance rating on a group practical exercise.

(ii) A maximum of one retest will be allowed for a student or group which fails a group practical exercise. In the event satisfactory performance is not demonstrated, as judged by the group practical exercise evaluator, a certificate of graduation will not be awarded. The Center will advise the student(s) sponsoring organization(s) that the student(s) will not graduate from the program. At the organization's request and with the Program Manager's approval, the student(s) may be placed in an audit status.

c. Remediation

(1) While in a probationary status, a student is eligible for remedial training opportunities upon his/her request to the faculty advisor. To be removed from probation status, the student must pass the make-up examination and/or perform satisfactorily on the previously failed practical exercise.

(2) Remedial training for individual practical exercises will not exceed eight hours of instructor assistance, except in the JPS Program where the student will receive no more than two one-hour counseling sessions and two opportunities to pass the individual practical exercise. Additional remedial training time for group practical exercises will be at the discretion of the group evaluator.

(3) Upon failure to pass the remedial examination and/or failure to perform satisfactorily on the two successive opportunities to pass the individual practical exercise or one opportunity to pass the group exercise, the student will either be placed in audit status, at the request of the sponsoring organization, or be terminated from the program.

d. Distinguished Graduates

A student who achieves an overall average score of 95 percent on the Center-conducted written examinations and a grade of satisfactory on all graded practical exercises will be designated a distinguished graduate. The maximum score on remedial retest for written examinations, however, is 70 percent. Any written examination or practical exercise will eliminate the student from consideration to be a distinguished graduate.

e. Readmission of Students

(1) Any student who is dismissed from training for failing either written examinations or graded practical exercises, may be reinstated as a student at the Center in a subsequent class or segment of instruction provided written notification and justification is given by the sponsoring organization.

(2) Any student who is removed from the Center for disciplinary reasons will not be permitted to attend subsequent instruction at the Center unless prior concurrence is given by the Director upon a written request by the head of the parent organization.

(3) Any student who is terminated from training because of the student's medical history or condition may be readmitted to further Center training only after the sponsoring organization submits an appropriate medical statement which receives the concurrence of the Center's staff physician.

f. Exceptions

In case of emergency situations or other extenuating circumstances and upon the request of the student's sponsoring organization, the Assistant Director (Office of Program Management), may grant an exception to the policy outlined in this directive.

7. OFFICE OF PRIMARY INTEREST. Office of Program Management

A.F. Brandstatter
Director